

Birth Certificate Information

When a student enrolls, the parent/guardian must provide one of the following within thirty days (as per A.R.S. 15-828):

1. A certified copy of the pupil's birth certificate
2. A pupil's baptismal certificate, application for a social security number, or original school registration records AND an affidavit explaining the inability to provide a copy of the birth certificate
3. A letter from the authorized representative of an agency having custody of the pupil pursuant to title 8, chapter 2, certifying that the pupil has been placed in the custody of the agency as prescribed by law

Upon failing to provide one of the above, the parent/guardian will be notified in writing that unless the parent/guardian complies within 30 days, the case shall be referred to the local law enforcement agency for investigation.

Obtaining a Birth Certificate

In person:

Call ahead to make sure you bring everything that is needed to get the birth certificate. Their hours are 8:00 am – 4:30 pm weekdays. Their phone number is (602) 506-6805

Public Health Services/Vital Records
1825 N. Roosevelt
Phoenix, AZ

Mailing Address:

Maricopa County Office of Vital Statistics
P.O. Box 2111
Phoenix, AZ 85001

Order online:

www.hs.state.az.us/vitalrcd or www.vitalchek.com

To order from any state: To find out the address and phone numbers for a specific state or order online at:

www.hs.state.az.us/vitarcd/states.htm or www.vitalcheck.com